



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JUNE 28, 2012

#66-12

VACANCY ANNOUNCEMENT

DEPARTMENT: MAINTENANCE

JOB TITLE: SECRETARY

SALARY: \$26,499 PER YEAR

CLOSING DATE: JULY 12, 2012 AT 5:00 PM

POSITION SUMMARY: The Maintenance Department was established for the purpose/s of communicating with Tribal Department, employees, vendors, contractors and the public. The Secretary is to have computer knowledge and use this knowledge keeping leave balances, purchasing, budgeting and correspondence with computer related software.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

- Maintain a proper filing system for vendors and departmental work orders.
- Shall have computer knowledge, operating a Xerox copier, fax machine, telephone, and any other office equipment.
- Answering telephone with a polite and professional manner. Direct calls to proper personnel and take messages when needed.
- Communicate with the public, tribal government personnel, subcontractors, and office staff for the purpose of expediting and ensuring that effective and efficient completion of needs and concerns are addressed immediately.
- Secretary shall be responsible for the daily incoming work order requests from various departments and direct them to the proper staff for repairs.
- Contract work to various businesses if and when needed.
- Secretary is responsible for running end of the month statements, printing, and mailing statements.
- Secretary prepares timecards each pay period.
- Secretary shall be responsible for the daily retrieval of all mail.
- Submit invoices from vendors to accounting to be paid. Mail checks to vendors when completed.

- Prepare travel and lodging arrangements and checks requests.
- Shall be able to type letters, memorandum and any other type of information.
- Perform other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the maintenance department.
- Maintain needed documentation of received items and cross checks for accuracy of orders from vendors compared to purchase orders sent to vendors to ensure items are received and correctly accounted for.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have secretarial work experience.
- Will possess and apply general accounting/billing skills.
- Must have knowledge of computer- Excel, QuickBooks, Microsoft Word Documents, and internet.
- Able to work independently without supervision.
- Have knowledge of direction and location of department offices.
- Shall be capable of typing 45-50 words per minute with accuracy.
- Must be willing to learn the C.R.I.T. regulations and procedures.
- Operate standard office equipment.
- Prepare and maintain accurate records.

EDUCATION AND EXPERIENCE: High School Diploma or G.E.D. preferred.

SPECIAL REQUIREMENTS: Must have valid vehicle operator's license.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.